

Special Event User's Guide and Permit Application



(Rev. 6/02)

Introduction:

Scottsdale, Arizona enjoys many special events and festivals that help create the image of an exciting city. It is the City's goal to permit events that are safe and do not adversely impact the quality of life of Scottsdale residents. In order to help organizers of special events coordinate their plans with City requirements, we have compiled this user's guide and application form that contains information related to the City's review process.

Even if you have planned events in Scottsdale before, please read this application completely because there may be new application requirements since your last event. ***Please keep in mind that acceptance of your special events application should not be construed as approval of your request.***

Permit Process:

The permit application process begins when you contact the Plan Review and Permit Services Division at 480-312-2500 or 480-312-7673 regarding your proposed event. Plan Review and Permit Services is located at 7447 East Indian School Road, Suite 100. **Please remember you need to apply for your permit a minimum of 30 days before the event.** In addition, you will be required to have a **pre-application meeting** with the Special Events Committee, which meets on a weekly basis, prior to submitting your application. **It is strongly recommended that you contact the City a minimum of 60 days in advance of your event to avoid any unwanted delays.**

Pre-application Meeting

A pre-application meeting is required before you submit your application for a special event. The required pre-application meeting can be arranged by calling Plan Review and Permit Services at 480-312-2500 or 480-312-7673. Pre-application meetings occur on Wednesday mornings at the weekly Special Events Committee meeting. In order to meet with the Committee, please request your meeting with the Committee no later than Tuesday at noon for the Wednesday meeting.

At the pre-application meeting you will meet with the Special Events Committee who will advise you about the submittal requirements for your event. As events greatly differ in size, type, and impact on the community, special event submittal requirements may vary. For example, some events may require an encroachment permit for activities within the public right-of-way, or additional neighborhood notification. Events that occur within the street system may require off duty police officers and barricades to control traffic, at the applicant's expense.

Application Submittal

After you have finished your application you will turn the application into Plan Review and Permit Services located at 7447 E. Indian School Road, Suite 100. The weekly submittal deadline is Tuesday at Noon. The Special Events Committee will review your application at their Wednesday meeting. You will be notified within 2 working days if your application requires additional information before the Committee can make their recommendation.

Delays in providing additional information to the Committee often hinder the ability to finish the review process, and impede processing your application in a timely manner. Special event permits are issued in 10 working days based on a complete application. The 10-day review process stops in the case of an incomplete application, and does not begin again until the completed application is re-submitted.

Special Event Permit Fees

There is a fee for a Special Event permit of \$64.00. Additional fees may include other permits including an encroachment permit for activities in the public right-of-way, and tax and license fees as described below. Please check with City staff to receive current fee information.

Other Permits/Licenses:

In addition to the special event permit, other permits may be required for your event. Although the Special Event Committee will help you to identify all the permits required for your event at the pre-application meeting, the following briefly presents information about other permits and licenses that may be needed:

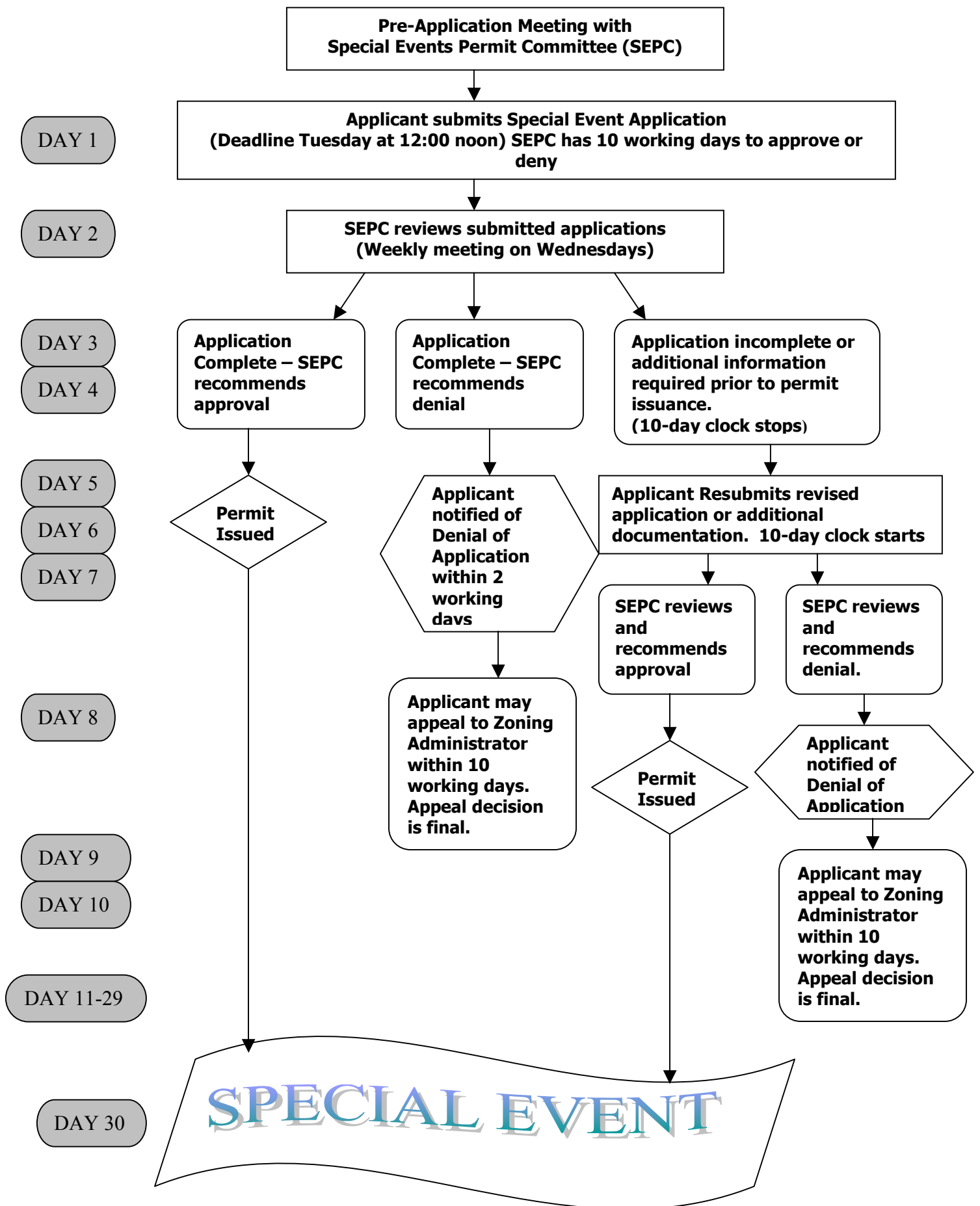
- **Temporary Extension of Premises:** A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area covered by your current liquor license. This permit is reviewed by the City of Scottsdale and a recommendation is made to the state. (See additional information on pp. 19-20)
- **Special event liquor license:** If you plan to sell or furnish liquor, a special event liquor license application must be submitted to the City **21 days prior to the event. Special Event liquor licenses are only issued to non-profit organizations or political parties.** Special event liquor applications must be obtained from and completed applications submitted to the Tax & License Registration offices located at 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400). (See additional information on pp. 19-20)
- **Transient merchant/exhibitor application:** This City license is obtained at the City's Tax & License Registration office, 7447 E. Indian

- School Road, Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400). The fee is assessed by the number of exhibitors. This fee is waived for events sponsored or co-sponsored by a registered non-profit organization. However, an exhibitor application must be completed.
- **Transaction privilege (sales) tax license:** This City license is obtained at the City's Tax & License Registration offices 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400). Booth rental fees, entry fees, and retail sales are taxable.
 - **Charitable solicitation permit:** This City permit is obtained at the City's Tax & License Registration offices located at 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400). This permit is a non-profit registration which must include a copy of the 501(c) form and a prior years financial statement.
 - **Encroachment Permit:** (Required for events that occur in the public right-of-way, i.e. street lane closures and sidewalk activities. This permit is obtained at Plan Review and Permit Services 7447 E. Indian School Road, Suite 100 following Transportation Department review, and is issued with your Special Event Permit, if applicable.

CHECKLIST FOR SPECIAL EVENT PERMIT APPLICANTS

If it pertains to your event, please ensure that you have obtained this information or have started the process of obtaining it prior to attending the Special Event Committee Meeting.

- ☐ Did you schedule your attendance at the Special Event Committee Meeting by calling (480) 312-7673?
- ☐ Will you need to apply for an extension of premises? (If an existing business has a liquor license on the property - (Call Nicole Curtis at (480) 312-7673 to get an application)
- ☐ Will you need to apply for a special event liquor license? (If using a 501 C-3 organization) (Call Tax & License at (480) 312-2400 to get an application)
- ☐ Will you need a tent permit? (A tent that requires a permit has 3 or more sides and more than 200 square feet and a canopy has two sides or less and more than 400 square feet).
Call Dave Ott at (602) 739-9913 to obtain a tent permit.
- ☐ Will you need on site security and/or paramedics?
- ☐ Will you need police officers for security or to direct traffic?
(Call Sergeant Mike Reardon at (480)-312-4390 with questions)
- ☐ Will you need a sign plan to show the placement of signs directing people to your event, a shuttle plan to show shuttle routes and pick-up/drop-off locations, or a barricade plan to show road or lane closures? (Call Walt Brodzinski at (480) 312-7757 with questions)
- ☐ How will you provide notification about your event to impacted residents or businesses?
(Call (480) 312-3111 with questions)
- ☐ Do you have enough parking to accommodate added traffic or parking spaces removed due to your event? (Call Madeline Clemann at (480) 312-2732 with questions)
- ☐ Do you meet insurance requirements such as the 5 million dollar liquor liability?
(Call Sue Welch at (480) 312-2509 with questions)
- ☐ Do you have a plan for cleaning up after your event?
- ☐ Will your event encroach on City property such as streets & parking lots?
(Separate encroachment permit, which costs \$135.00, will be needed).
- ☐ Do you have a current City of Scottsdale Transaction Privilege Sales Tax license, Business, Occupational and Professional license, or registered as a non-profit organization?
(Call (480) 312-2400 with questions)
- ☐ Will you be closing a street on which buses or trolleys operate? Will you be impacting the area within 50 feet of a bus stop or trolley stop?
(Call Debra Astin at (480) 312-2526 with questions)



Planning your event:

Special events may be held on public or private property. Special events may be considered for public rights-of-way such as streets and sidewalks. There may be special requirements for events on public or private property, and limitations on the use of certain streets or other public rights-of-way. Events that impact the street system will require additional planning and impact analysis.

Events on Public Property

With the proper authorization, special events may be held in public places such as parks and other City owned property. Events held in public places owned by the City need authorization from the Community Services (Parks) Department or other City departments or entities. For example, events at the Civic Center Mall require the authorization of the Community Services Department. Events at the Tournaments Player Club and WestWorld require a separate license and contract obtained from that site. Staff will assist you in determining if a Special Event Permit is required in addition to the authorization process from the Community Services Department, Tournaments Player Club and WestWorld. If alcohol is being sold or provided, additional insurance is required depending on the size of the event. See pages 18 and 19 for insurance requirements for special events on City owned property where liquor is being served.

Events on Private Property

Special events are allowed on private property although some zoning restrictions may apply. Certain event types are limited to specific zoning districts. Please refer to the special events ordinance for specific requirements (see Section 7.900 of the Scottsdale Zoning Ordinance).

Events within the Public Rights-of-Way

Events on streets and sidewalks are considered events within the public rights-of-way. There may be special requirements and limitations on the use of certain streets to ensure safe and adequate traffic flow to areas near the special event. Any special event that impacts traffic or circulation in the area through lane closures, or other means, is subject to Transportation and Police Department review and approval. Proposed lane closures and/or use of sidewalks should be discussed at your pre-application meeting with the Special Events Committee. Proposed closures of the right-of-way require notification of the impacted area and two-thirds approval by impacted residents and/or businesses (see attached Notice and Acknowledgement of Special Event form). The Notice and Acknowledgement of Special form(s) must be submitted with the application form, and must contain the original signatures (no photo-copies) of the impacted residents and/or businesses. There are also insurance requirements as discussed below.

- **Insurance:** All special events require the event holder to carry liability insurance for their own protection as well as insurance protection for the City. Required coverage and limits will be at the discretion of the Risk Management Division depending on the size and scope of the event. Generally, event insurance takes considerable time to obtain. It is recommended that arrangements be made early in the event planning process.

Summary of Event:

This section of the permit application is intended to provide the Special Events Permit Committee with an overview of your event. Information you provide in this section may be used in developing the City of Scottsdale's Calendar of Special Events, or other publications, including but not limited to electronic and internet formats.

Summary of Event

Event name:

Event location:

Address:

Description:

Anticipated Attendance: Per Day _____ Total _____

EVENT DATES AND HOURS OF OPERATION

	<u>Date</u>	<u>Day of week</u>	<u>Hours from am/pm</u>	<u>to am/pm</u>
Setup	_____	_____	_____	_____
Day 1	_____	_____	_____	_____
Day 2	_____	_____	_____	_____

Day 3	_____	_____	_____	_____
Day 4	_____	_____	_____	_____
Day 5	_____	_____	_____	_____
Day 6	_____	_____	_____	_____
Day 7	_____	_____	_____	_____
Dismantle	_____	_____		

(Add additional sheets if necessary)

APPLICANT / SPONSOR INFORMATION

The applicant for the Special Event Permit must be the authorized representative of the organization/business conducting the special event. This person must be available to work with the City's Special Event Committee throughout the permitting process. A professional event organizer, or other representative, may apply for the Special Event permit on behalf of the organization/business provided that a letter of authorization is obtained from the authorized representative. The letter of authorization must be attached to the application.

Applicant: _____

Office: _____ Mobile: _____ Pager: _____

Fax: _____ Email: _____ Home: _____

Applicant address: _____

On-site Event Coordinator Name (responsible party): _____

Office: _____ Mobile: _____ Pager: _____

Fax: _____ Email: _____ Home: _____

Event Sponsor(s): _____

Name of Charitable organization(s): _____

Contact at Charity: _____ **Phone:** _____

Tent Supplier: _____

Contact: _____ **Phone:** _____

(See attached section on **Entertainment and Related Activities p. 16** for additional tent permit information).

Organizational Status/Proceeds/Reporting

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	Is the host organization a commercial entity?
<input type="checkbox"/>	<input type="checkbox"/>	Is the host organization a bona fide tax exempt, nonprofit entity? If YES, you must attach a copy of their IRS 501(C) tax exemption letter providing proof and certifying your current tax exempt, nonprofit status. (The non-profit must complete a non-profit registration form with the City's Tax & License Division located at 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100 (480-312-2400).
<input type="checkbox"/>	<input type="checkbox"/>	Are patron admission, entry or participant fees required? If YES, please provide amounts: _____
\$ _____		Estimated gross receipts including ticket, entry, vendor fees, product and sponsorship sales from this event. Please explain how this amount was computed: _____ _____ _____ _____
\$ _____		Estimated expenses for this event.
\$ _____		What is the project distribution or net dollar amount the host organization will receive from this event?

PARADE / RUN / MARCH INFORMATION

Assembly of event begins: Date _____ Time _____ am / pm

Disassembly of event begins: Date _____ Time _____ am / pm

Description of Parade/Run/March including description of street/lane closures:

* Attach the proposed route and barricade plan and indicate the start and finish areas.

SITE PLAN / ROUTE MAP

A site plan of your event site is required to ensure appropriate review by the Special Events Permit Committee. A site plan is required for fixed venues and a routing map is required for moving venues. Computer assisted drawings (CAD) or scaled blue prints are encouraged. At minimum, the site plan must be produced in a clear and legible manner. Your event site plan/route map must be submitted as an attachment to this application. It must include the following:

- ❑ An outline of the entire event venue including the names of all streets or areas that are part of the venue and the surrounding area. If the event involves a moving route, indicate direction of travel and all street or lane closures.
- ❑ The location of fencing, barriers and/or barricades. Indicate any removable fencing for emergency access. (A professional barricade plan from a barricade company may be required).
- ❑ The location and sizes of all tents (subject to Rural/Metro Fire Department approval).
- ❑ The location of first aid facilities.
- ❑ The location of all stages, platforms, scaffolding, bleachers, grandstands, canopies, tents, portable toilets, booths, cooking areas, trash containers, dumpsters, and other temporary structures.
- ❑ A detail or close-up of the food booth and cooking area configuration.
- ❑ Exit locations for events that are fenced and/or locations with tents or other structures.
- ❑ Location of all security personnel.
- ❑ Locations of all signs and/or banners.
- ❑ Locations where liquor is being served.
- ❑ Locations of any vendors or exhibitors.

NARRATIVE

A detailed narrative to describe your event and its site plan or route is also required to assist the Special Events Permit Committee to understand your event. Please describe all activities in the narrative. If your event is a moving venue (i.e. run, parade, etc.), provide a timeline of your event with your narrative. Please attach the narrative (and timeline if applicable) below or attach the narrative/timeline on separate sheet(s) to your application.

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins or other markings on the paper.

INSURANCE

Prior to the issuance of your Special Event Permit, the event producer shall submit a Certificate of Insurance showing the following insurance limits and coverages are in full force and effect:

Commercial General Liability	\$1,000,000	Each Occurrence
This insurance is required from all Event Producers.	\$2,000,000	Products – Completed Operations
	\$2,000,000	General Aggregate
Business Automobile	\$1,000,000	Each Accident
This insurance is required from		
all Event Producers and Vendors		
who will be driving vehicles on		
City property.		
Workers' Compensation		
When required by Arizona statute		
Coverage A	Statutory	
Coverage B	\$100,000	Each Accident
	\$100,000	Each Employee by Disease
	\$500,000	Policy Limit by Disease

Insurance requirements for Special Event Liquor Licenses on City Property:
 SEE ALCOHOL SECTION OF THIS APPLICATION FOR EVENT CRITERIA AND THE
 REQUIRED LIMITS OF LIABILITY

Liquor Liability	\$1,000,000	Each Common Cause and Aggregate
OR (Depending on Event):	\$5,000,000	Each Common Cause and Aggregate

The Certificate shall name City of Scottsdale as an Additional Insured. The City Risk Management Division must approve of your Certificate of Insurance before you are issued your Special Events Permit. The Event Producer or their insurance representative may contact the Risk Management Division at 480-312-2490 with any questions.

PUBLIC SAFETY

As an event organizer, you are required to provide a safe and secure environment for your event through sound preparation and anticipating potential concerns. The Scottsdale Police Department has the final authority to determine your event security requirements. Please describe your security plan including crowd control, internal security or venue safety, number and location of security staff, etc. Attach separate sheet(s) if necessary.

Is there a need for off-duty police officers and/or private security at your event?

YES **NO**
☐ ☐

If NO, you must explain why they are not needed:

If YES, you may hire Scottsdale off-duty police officers, off-duty police officers from another agency, and/or private security officers. Please note that some events or venues may require Scottsdale off-duty police officers. Call 480-312-5390 for additional information. Please check the appropriate box(es) and provide the following information:

- ☐ I plan to hire Scottsdale off-duty police officers. (For rate and contract information call 480-312-5385). Estimated number of officers _____
- ☐ I plan to hire off-duty police officers from another agency.
Estimated number of officers _____
Agency Name: _____
Agency Contact: _____ Phone _____
- ☐ I plan to hire private security.
Estimated number of private security officers _____
Company Name: _____
Company Contact: _____ Phone _____

Is there a need for standby emergency medical staff [paramedic(s)/emergency medical technician(s)]? Note: Based on the event, attendance, location and/or weather conditions, the Fire Department may require an emergency medical staff standby.

YES **NO**
☐ ☐

If YES, provide the name of the agency or company providing the service with a contact name and phone number:

Agency/Company Name: _____
Contact: _____ Phone No. _____

FENCING

Please show any temporary fencing on your site (or run/parade/march) plan and provide the following information regarding temporary fencing (if any):

Fencing Company Name: _____
Contact _____ Phone _____
Address _____

☐ There will **not** be temporary fencing provided for this event.

PARKING AND TRAFFIC PLAN

YES NO

☐ ☐ Will your event utilize a valet parking service? If YES, please indicate name and contact number for valet company:

Company Name: _____

Company Contact: _____ Phone: _____

License Number*: _____

* Downtown area requires the valet company to have a Scottsdale Valet License (available through Scottsdale Tax & License division located at 7447 E. Indian School Rd., Suite 110, or 9379 E. San Salvador, Suite 100, 480-312-2400).

YES NO

☐ ☐ Will your event involve the use of a shuttle and/or alternate parking sites? If YES, please describe and/or provide an attachment with your plan:

YES NO

☐ ☐ Will any part of your event (people, booths, vehicles, equipment) take place in the public street? If YES, please describe below any sidewalk, lane and/or street closures proposed with your special event. (Note: Street closures require notice and acknowledgement of impacted parties in the area. See attached form Notice and Acknowledgement of Special Event). The Special Event Committee policy is to require at least a two-thirds approval of impacted parties.

YES NO

☐ ☐ Will your event require barricades to control traffic? If YES, you are required to have a barricade plan which must be included with this application. Barricade companies can provide these plans. Barricade companies are listed in the Yellow Pages.

☐ ☐ Is there a need for City off-duty police officers to control traffic? If YES, please describe all the required locations and the estimated number of officers for each location (Scottsdale Police Department will determine the final number. Only sworn police officers can direct traffic on public streets):

If NO, please describe why the event will not have a significant impact on the surrounding public streets:

ENTERTAINMENT AND RELATED ACTIVITIES

YES NO

☐ ☐ Are there any musical entertainment features related to your event? If YES, complete the following information or provide an attachment listing all bands/performers, type of music, sound check and performance schedule.

Number of Stages: _____ Number of Performers: _____

Performer name and music type: _____

YES NO

☐ ☐ Will sound checks be conducted prior to the event? If YES, please indicate start time _____ and finish time _____

☐ ☐ Will sound amplification be used? If YES, please indicate start time _____ and finish time _____.
Note: All outside amplified music must cease by 11:00 pm unless otherwise approved.

☐ ☐ Do you plan to have a patron dance component to either live or recorded music at your event? If YES, please describe:

Describe the sound equipment used for the event: _____

☐ ☐ Will music be sold (CD's, tapes, etc.)?

☐ ☐ Will inflatables, hot air balloons or similar devices be used at your event? If YES, please describe:

☐ ☐ Does your event include fireworks, rockets, lasers or other pyrotechnics? If YES, please describe:

(Note: A separate permit from Rural Metro Fire Department will be required. For additional information call Rural Metro at 480-627-6000)

☐ ☐ Will your event include signs, banners, decorations or special lighting? If YES, please attach an example(s).

Note: All signage and banners are subject to Zoning Ordinance provisions.

☐ ☐ Will there be tents or canopies? If YES, please complete the following:
Number of tents: _____ Tent permit # _____
Rural Metro Fire Department approval date: _____

***Site plan MUST indicate exact locations and dimensions of tents/canopies. Call Rural Metro at 480-627-6000 for information about tent permits.**

FOOD / CONCESSIONS

YES NO

Does your event include food concession and/or preparation areas?
If YES, please describe how food will be served and/or prepared.

[illegible]

YES NO

Will items or services be sold at your event?

If YES, please provide a complete list of vendors. (Attach additional sheets if needed).

Note: Each vendor will require a transaction privilege tax license to report sales tax. If tables/booths are rented to vendors, a transaction privilege tax license is required for rental fees. An updated vendor list must be submitted to Tax & License Registration 15 days prior to the event if additions or deletions are made.

BUSINESS &

VENDOR NAME

PHONE#**ADDRESS****SCOTTSDALE**

LICENSE NO.

(or license

application

date).

[illegible]

ALCOHOL

If you plan to sell or furnish alcoholic beverages at your event, you will be required to obtain a separate Special Event Liquor License with the City of Scottsdale and the Arizona Department of Liquor Licenses and Control, or Extension of Premises Permit through the Arizona Department of Liquor Licenses and Control. The special event liquor application must be submitted to the City of Scottsdale Tax & License Registration office (480-312-2400) at least 21 days prior to the event. In addition, you will be required to provide Liquor Liability insurance in amounts commensurate with your event. Liquor Liability insurance must name the City of Scottsdale as Additional Insured. Required coverage and limits will be at the discretion of the City's Risk Management Division depending on the size and scope of the event. Contact Risk Management at 480-312-2490 with any questions.

YES NO

☐ ☐

Does your event involve the serving or sales of alcoholic beverages?
If YES, please check all that apply:

- ☐ Any Free Alcohol Provided by Host
- ☐ Alcohol Sales
- ☐ Host and Sale Alcohol
- ☐ Beer
- ☐ Beer and Wine
- ☐ Beer, Wine and Distilled Spirits

YES NO

☐ ☐

The Arizona Department of Liquor Licenses and Control has adopted standards for alcohol training programs for servers (See Arizona Administrative Code, Title 19). Has your organization, business and/or serving personnel completed an alcohol serving training program?

Special Event Liquor License:

Name of charity, fraternal, civic, political or religious organization:

IRS 501c # _____

Percent of proceeds from special event liquor license given to charity, fraternal, civic, political or religious organization listed above _____% (Must be a minimum of 25%)

Percent of proceeds for event operator(s) _____%

(Proceeds to organization and event operator must equal 100%).

Insurance requirements for Special Event Liquor Licenses on City Property:

- *Event at any City owned building that is walled and fenced with controlled access: (i.e. Community Design Studio):*
 - Liquor Liability Requirement: \$1,000,000 each Common Cause, \$1,000,000 Annual Aggregate.
- *Event at City owned parking lot, park, open air structure:*
 - Liquor Liability Requirement: \$5,000,000 each Common Cause, \$5,000,000 Annual Aggregate. Note: Scottsdale Cultural Council, Scottsdale Stadium, and WestWorld have existing and exclusive liquor vendors. Any change from an exclusive liquor vendor requires a waiver.
- *Event on City-owned (public) streets, sidewalks, rights-of-way, and all extensions from an existing licensed liquor establishment into public rights-of-way, sidewalk or street:*
 - Liquor Liability Requirement: \$5,000,000 each Common Cause, \$5,000,000 Annual Aggregate.

Temporary Extension of Premises Permit:

A permit is required by the Arizona Department of Liquor Licenses & Control in order to temporarily expand or enlarge the area which is covered by your current liquor license. This permit is reviewed by the City of Scottsdale and a recommendation is made to the State. Provide a copy of your completed application with this Special Event Permit Application. The temporary extension of premises application may be obtained at the Development Services, 7447 E. Indian School Road, Suite 100, or at the Arizona Department of Liquor Licenses and Control, 800 W. Washington 5th Floor, Phoenix.

YES NO

☐☐

An extension of premises permit is required for this event.

☐☐

A completed extension of premises permit is attached to this application.

Describe your security plan to ensure the safe sale or distribution of alcohol at your event (attach additional sheet(s), if necessary):

SANITATION

Please describe your plan for the cleanup and removal of recyclable goods, waste and garbage during and after your event:

Person/company responsible for cleanup: _____
Phone: _____

PORTABLE RESTROOMS

You are required to provide portable restroom facilities at your event unless you can substantiate the sufficient availability of both ADA accessible and non-accessible facilities in the immediate area of the event site, which will be available to the public during your event.

YES **NO**

☐☐

Do you plan to provide portable restroom facilities at your event?

If YES, provide total number of portable toilets _____

Number of ADA accessible toilets _____

If NO, please explain: _____

Restroom Company _____

Address: _____ Phone: _____

Equipment Set-up: Date _____

Time _____

Equipment Pickup: Date _____

Time _____

NOTIFICATION OF IMPACTED AREA

Describe the methods and timing that will be used to notify impacted residences and/or businesses of your event. Attach a map/aerial photograph that shows the areas that will be notified and provide a sample copy of your notification letter/flyer. Discuss signs used to notify residents/businesses of your event.

APPLICANT'S AUTHORIZATION

To the extent allowed by law, Applicant agrees to defend, indemnify and hold harmless the City of Scottsdale, its agents, officials, and employees from and against all claims, damages, losses, injuries, illness, accidents relating to, arising out of or resulting from the use of this Special Event application and the information contained therein, and its resulting permits.

Applicant acknowledges that the information provided in this application is true and accurate to the best of Applicant's knowledge and belief.

Signature of Applicant

Date

Print Name

Event Name:

Committee Review Date		
Recommendation	<input type="checkbox"/> Approval subject to stipulations listed below:	Denial <input type="checkbox"/> (A denial may be appealed to the Zoning Administrator subject to the Provisions of the Zoning Ordinance)

Bob Bushfield, Dev Review/Permit Services Director

Date

David Ott, Deputy Fire Marshall

Mike Reardon, Police Sergeant

Walt Brodzinski, Traffic Engineering Technical Supervisor

Sue Welch, Contract Coordinator

Rose Zaplatosch, Management Assistant

Brent Stockwell, Citizen Liaison

Stipulations

NOTICE AND ACKNOWLEDGEMENT OF SPECIAL EVENT

We the undersigned, have been briefed and understand the public right-of-way closure proposed on _____, on _____,
(Street name(s)) (days)

_____, from _____ for the _____
(month & date(s)) (event times) (event name)

We understand that _____ will be unavailable for public parking.
(street name(s))

Parking lots in the area will be available and have appropriate signage.

Traffic control will be provided by City and event staff _____. Business and
(time before & after event)

customer questions can be directed to _____.
(name, title & phone no. for event staff)

We further state, by checking and signing the appropriate boxes below, that we approve or disapprove of the proposed closure. (Note: City approval of this closure will require approval by a minimum of 2/3 of the affected merchant or residential occupants.)

PROPOSED CLOSURE

Business Name	Address	Approve (x)	Disapprove (x)	Authorized Signature

(Copy for additional pages as needed)

The City of Scottsdale will FAX when request is completed to: To: _____ CC: _____ Total Pages: _____	Internal Use Only. <input type="checkbox"/> Map <input type="checkbox"/> Report <input type="checkbox"/> Fax Requested on: _____ Time: _____ Completed on: _____ Time: _____
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Request for Neighborhood Group / Homeowners Association Information

Project Name (Please Print): _____

Project Address: _____

Project Parcel Number(s): _____

Radius around parcel(s) requested: ☐ 300' ☐ 750' ☐ 1 Mile

City Pre-application/Case #: _____

Notification Type? ☐ Citizen Review Plan ☐ Neighborhood Involvement Plan ☐ Special Event Notification

Project Contact: _____

Project Contact Phone: _____

Project Contact Fax (preferred): _____

OR Project Contact E-mail: _____

City Project Coordinator: _____

Additional Project Information: _____

Please note:

- All requests will be processed within 48 hours (2 working days). Currently, there is no additional charge for this service.
- You will be provided a list of neighborhood groups/homeowners associations and their contact names and addresses on file with the City of Scottsdale. This list is provided for a one-time use for the purpose of preparing for this application only.
- If additional contacts are needed after the application is filed, please request another list at that time.



To submit request, or for additional information, please contact:
Brent Stockwell, Citizen Liaison
Citizen & Neighborhood Resources
 7447 E. Indian School Rd., Suite 300
 Scottsdale, AZ 85251

Phone: (480) 312-3111
Direct: (480) 312-4127
Fax: (480) 312-2455
E-mail: BStockwell@ScottsdaleAZ.gov